

**MINUTES
HAVERSTRAW KING'S DAUGHTERS
PUBLIC LIBRARY
Board of Trustees Meeting
May 10, 2022
7:30 p.m. Main Library
Community Room**



**HAVERSTRAW
KING'S DAUGHTERS
PUBLIC LIBRARY**

Board Members Present

Richard S. Freeman, President
Stephen Cobb
Gail Kaiser
Bernadette Koop
Sonia Burgos Crannage
Teriann DiCarlo
Eileen Bookman

Board Members Absent

Staff

Claudia Depkin, Director
Victor Contero, Principal Account Clerk
Tommy Russo, Clerk to the Board

Guests

None

I. CALL TO ORDER

Mr. Freeman called the meeting to order at 7:35 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. RECEPTION OF VISITORS

There were no visitors.

IV. COMMUNICATIONS

None received.

V. MINUTES

Ms. Kaiser moved to accept the Minutes of the April 19, 2022 Board of Trustees Meeting. Ms. Crannage seconded. Vote unanimous.

VI. FINANCIAL REPORTS

1. As of May 6, 2022 (10 1/5 months) we should be 85% expended. As of May 10, 2022 (10 1/3 months) we should be 86% expended.

2. Line 4 – Interest Income – Will be budgeted up for next Fiscal Year. Line 13 – Copy Machine – Village – Low, will be reduced for next budget. Line 1465 – Library Clerk/Typist Sub – High because subs are still filling in for Library Clerk FT. Line 1471 – Library Aide Children’s PT – Three or four part time staff covering. Line 1474 – Info Services Asst. I FT – Part Time staff covering for Full Time staffer on leave. Line 1477 – Custodial Overtime – Good. Line 1609 – Standing Orders – Elec. Da – Data Base renewals. Line 1612 – Audio Media – Children – Audio streaming more prevalent. Line 1620 – Visual Media – Children – Streaming more prevalent. Line 1701 – Circulation – Low due to new chip I.D. cards, will be reduced for next budget. Line 1706 – Sewer Tax – All paid, will be increased for next budget. Line 1701 – Utilities – Village – Mostly water usage. Line 1821 – Telephone – Village – High, will be increased for next budget. Line 1828 – Training – Will be increased for next budget. Line 1843 – Dues – Low, bill not in yet. Ms. Kaiser moved to approve the Profit & Loss vs. Actual July 1, 2021 through May 6, 2022 report. Ms. DiCarlo seconded. Vote unanimous.

3. Checks: April 15 through May 6, 2022 – Check #14697 – AAA Cooleration Service – Preventive Maintenance. Check #14701 – Collaborative Summer Library Program – Craft materials for Children’s Summer Program. Check #14702 – DeLeonardis Electric, Inc. – Server lines and Wi-Fi antennae installation. Check #14703 – AAA Cooleration Service – Preventive Maintenance. Check #14705 – DeLeonardis Electric, Inc. – 50% deposit for purchase and installation of 6 chandeliers. Check #14707 - DeLeonardis Electric, Inc. – Ballast replacement. Check #14713 – Greenwald Doherty, LLP – 8.7 hours of legal work. Check #14736 – Town of Haverstraw – Annual fire inspection. Check #14748 – Library Market – Library Event Calendar for new website. Check #14755 – Trane Service Group – Monthly service agreement. Check #14759 – Ramapo Catskill Library System – General – Quarterly ANSER fees – Main branch. Check #14761 – Ramapo Catskill Library System – General – Quarterly ANSER fees – Village branch. Check #14774 – DeLeonardis Electric, Inc. – Repaired and rewired switches. Check #14784 – TD Card Services – Credit card payment. Ms. Kaiser moved to accept the Check Warrant for April 15, 2022 through May 6, 2022 in the amount of \$109,940.23. Mr. Cobb seconded. Vote unanimous.

4. Ms. Kaiser moved to accept the Resolutions as follows: To approve the attached list of transfers made from the TD Bank Sweep Account from April 15 through May 6, 2022. Ms. Bookman seconded. Vote unanimous. Ms. Kaiser moved to approve two Payroll Warrants with the pay dates of April 20 and May 4, 2022. These warrants are for payroll periods numbered 21 and 22 of the current fiscal year. Ms. Koop seconded. Vote unanimous.

VII. DIRECTOR'S REPORT

Ms. Depkin added to the Director’s Report a Special Meeting of The Board of Trustees on June 9, 2022 to ratify the 2022 Budget and Trustee vote. Mr. Cobb moved to accept the May 10, 2022 Director’s Report. Ms. Kaiser seconded. Vote unanimous.

VIII. COMMITTEE REPORTS

1. **Personnel** – Nothing to report.

2. **Policy** – Committee meeting planned for the July 12, 2022 Board of Trustees Meeting.

3. **Buildings & Grounds** – Nothing to report.

4. **Budget** – Nothing to report.

IX. OLD BUSINESS

Nothing to report.

X. NEW BUSINESS

Ms. DiCarlo moved to enter into an Executive Session at 8:12 pm to discuss a confidential personnel issue. Ms. Kaiser seconded. Vote unanimous. Ms. Koop moved to exit the Executive Session at 8:36 pm. Ms. Bookman Seconded. Vote unanimous. Ms. DiCarlo moved to hire the law firm of Greenwald Doherty to assist with a confidential personnel issue. Mr. Cobb seconded. Vote unanimous.

XI. ADJOURNMENT

Ms. Kaiser moved to adjourn the meeting at 8:37 pm. Ms. Koop seconded. Vote unanimous.

The next regular scheduled meeting is Tuesday, June 14, 2022 at 7:30 pm in the Board Room at the Main Library.

Submitted by: Tommy Russo, Clerk to the Board
June 10, 2022